



Defense Travel System

DTS DTA Guide to Establishing LOAs and Budgets for the New Fiscal Year

Version 1.0

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Revision History

Date	Revision Number	Authorization	Revision/Change Description	Page, Section

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1 Purpose

The purpose of this document is to provide an overview of the upcoming fiscal year changeover process for local Finance Defense Travel Administration (FDTA). This includes Lines of Accounting (LOAs) rollover and copy functions, as well as setting up associated budgets for the new fiscal year.

1.1 Reference Materials

The following references contain additional information on the fiscal year rollover process:

Document	Available From
DTS Defense Travel Administration Guide (Manual)	www.defensetravel.osd.mil (Training section – DTA Guide)
DTS Financial Field Procedures Guide	www.defensetravel.osd.mil (Document Library section)
DTS DTA Guide to Processing Authorizations for the New Fiscal Year	www.defensetravel.osd.mil (Document Library section)

2 Overview

During the organizational setup process, the Finance DTA (FDTA) establishes LOAs and corresponding budgets, and then maintains them with the DTA Maintenance Tool and DTS Budget Module. Every fiscal year, some of the elements in the LOAs (and corresponding budgets) require modifications to reflect the new fiscal year. The rollover and copy features available in DTS make this process easier for the FDTA.

The FDTA first identifies the LOAs that will continue to be used in the new fiscal year. Once identified, the FDTA determines which method (either rollover or copy) should be used to transfer the LOA to the new fiscal year. The Fiscal Year Rollover feature should be used for LOAs when the only data element changes relate to the fiscal year (see section 3). For LOAs in which other data elements require change, or for no-year or multi-year LOAs, you should use the Copy feature (see section 4).

If the FDTA has previously defined a default LOA for travelers in the organization, *the FDTA must change* the default LOA in the travelers' profiles to reflect the new LOA. Otherwise, the travelers' documents for the new fiscal year could result in an incorrect accounting action.

3 Fiscal Year Rollover Feature

The Fiscal Year Rollover function does the following:

1. The program automatically updates elements related to fiscal year to the *new* fiscal year. *All other data elements within the LOA will be copied exactly into the new LOA.* The following table shows the fiscal year elements the program automatically updates for the current format maps:

Format Map	Fiscal Year Elements that will be updated
AF 1, 8/1/2001	Account 2: FY Account 3: PY
ARMY 3, 6/6/2003	Account 2: FY and PY
DBMS 1, 8/1/2001	Account 2: FY
MC 1, 8/1/2001	Account 2: FY and PY
NAVY1, 8/1/2001	Account 2: DFY Account 3: BFY and EFY
WAAS 1, 8/7/2002	Account 2: Only FY Note: The change converts to 1 position instead of 4. Example: If this field had “2003” the rollover will change to “4” instead of “2004”
EBiz 2, 2/20/2003	Account 2: FY

- The program assigns the LOA label using the previous label, but changes the first two positions of the label to reflect the fiscal year. For example, if the current LOA label is “03 Training,” then the label for the next fiscal year will be “04 Training”.
- The program creates an empty budget shell for the new LOA with the same accounting elements as the previous fiscal year’s budget shell. The FDTA will need to edit the new budget shell in the DTS Budget Module to add funding authority as determined by the Resource Management Office. In addition, the FDTA may need to modify the elements that changed during the LOA rollover.
- The program provides a confirmation message to indicate how many LOA(s) and empty budget shell(s) were successfully created from the rollover function.

3.1 Steps to Rollover the LOA and Create the Budget Shell

- Access the DTA Maintenance Tool and select the **Lines of Accounting** option.
- The **Search Lines of Accounting** screen will be displayed. Use this screen to search for the LOAs that need to be rolled-over and used in the new fiscal year.
- Select all LOAs that should rollover by placing a checkmark next to the applicable LOA. Then select the **Rollover Selected (on this page)** button to continue with the next screen.

DTA Maintenance Tool - Microsoft Internet Explorer

User Name: Louis Theodore
 Organization Access: HPMO1
 Group Access: HPMO1 - HPMO1
 Permission: 0, 1, 2, 5, 6
 Run Date: September 04, 2003 - 10:17 EDT

DTA Tools: Lines of Accounting Search LOA(s) Create LOA(s)

Lines of Accounting (Search Results)

Organization Name: HPMO1
 Include Sub-Organizations: No
 Format Map:
 Label: Unbudgeted LOA(s) Only: No

Select to Delete or Rollover	Edit	Organization Name	Label	Format Map
<input type="checkbox"/>	Update Copy	HPMO1	03 ONavy1	NAVY 1, 8/1/2001
<input type="checkbox"/>	Update Copy	HPMO1	03 DEMO	ARMY 3, 6/6/2003
<input type="checkbox"/>	Update Copy	HPMO1	03 EXPENS 2530	WAAS 1, 8/7/2002
<input type="checkbox"/>	Update Copy	HPMO1	03 LOC TVL 2530	WAAS 1, 8/7/2002
<input type="checkbox"/>	Update Copy	HPMO1	03 Navy1	NAVY 1, 8/1/2001
<input type="checkbox"/>	Update Copy	HPMO1	03 Navy2	NAVY 1, 8/1/2001
<input type="checkbox"/>	Update Copy	HPMO1	03 PERDIEM 2530	WAAS 1, 8/7/2002
<input checked="" type="checkbox"/>	Update Copy	HPMO1	03 TRNG FEES	NAVY 1, 8/1/2001
<input type="checkbox"/>	View	HPMO1	03DEMO	Blank LOA Format
<input type="checkbox"/>	Update Copy	HPMO1	03GENERAL	ARMY 3, 6/6/2003

Delete Selected (on this page) Rollover Selected (on this page)

1 - 10 of 12
 Next >>

Place checkmark in the LOA's you wish to rollover

Select this button to rollover the LOA's and create a blank budget shell

Note: The LOA(s) to rollover are listed by organization, LOA label, and format map. The label is the only identification displayed in the list; the FDTA cannot view the complete data elements of the LOA in this feature. The FDTA should use the **Update** feature to view the full 10 X 20 data elements and verify the LOA as a candidate for rollover.

- The screen for **Rollover Line(s) of Accounting (New empty budget shell(s) will be created)** will be displayed. It will display the list of selected LOAs with the Organization Name, LOA Label, and Format Map. In addition, there will be two input fields for Fiscal Year. Enter the new fiscal year for the LOA(s) and the empty budget shell(s). The Rollover Line(s) of Accounting button, when selected, will create the new fiscal year LOAs and the empty budget shell(s) for the corresponding new fiscal year.

5. DTS will display a confirmation message that indicates the number of rollover LOAs and empty budget shells created.
6. Proceed to section 5 to update the budget shell.

4 Copy LOA Feature

The FDTA should use the **Copy LOA** feature when data elements change from one fiscal year to another (i.e., changes that are in addition to fiscal year-related elements). The FDTA should also use this feature for no-year and multi-year fund(s). Note: If the only data elements that require change are related to the fiscal year, refer to section 3, Fiscal Year Rollover Feature.

The LOA Copy function does the following:

1. The program allows you to copy all of the elements of an existing LOA to create a new LOA for another fiscal year. This must be done on an individual basis – you can only copy one LOA at a time. Note: This does not change the fiscal year-related elements in the LOA.
2. The screen will display the format layout and the elements from the existing LOA. The program allows you to name the LOA label used for the LOA and budget shell. The FDTA must change the data elements within the LOA, as necessary, to reflect any changes required for the new fiscal year.

3. The program creates an empty budget shell for the new LOA with the same accounting elements as the previous fiscal year budget shell. The FDTA will need to edit the new budget shell in the DTS Budget Module to add funding authority as determined by the Resource Management Office. In addition, the FDTA may need to modify the elements that changed during the LOA rollover.

4.1 Steps to Create the LOA and Budget Shell When Using the Copy LOA Feature

1. Access the DTA Maintenance Tool and select the **Lines of Accounting** option.
2. The **Search Lines of Accounting** screen will be displayed. Use this screen to search for the LOAs needed in the new fiscal year.
3. Select the **Copy** button next to the LOA to create the new fiscal year LOA. This must be done on an individual basis –only one LOA can be selected at a time.
4. After selecting the **Copy** button, the **Copy Line of Accounting (A new empty budget shell will be created)** screen will be displayed. This screen displays the selected LOA data elements based on the Format Map, and the FDTA can then update the data elements.

The FDTA should check and update the following fields:

Field Label	Comments
Empty Budget Shell Fiscal Year *	Enter the 4-digit year for the new fiscal year.
LOA Fiscal Year* (under the heading “Label”)	This field will be pre-populated by default based on the selected LOA. You will need to enter the 2-digit year for the new fiscal year. This will be used as part of the label name.
LOA Name* (under the heading “Label”)	This field will be pre-populated by default based on the selected LOA using the label value. If the LOA name changes for the new LOA being created, then update this field.
Fiscal Year related elements (under the heading “LOA Data Elements”)	Update the necessary fiscal year-related elements (such as FY, PY, DFY, BFY, EFY) in the format map to reflect the new fiscal year. The copy function does not automatically rollover the values.
Remaining Data Elements (under the heading “LOA Data Elements”)	Make any other changes to the remaining data elements in the format map, as necessary.

* Denotes required field

- Click the **Save Copied Line of Accounting** button to create the new fiscal year LOA and the empty budget shell for the corresponding new LOA.

DTA Maintenance Tool - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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User Name: Louis Theodore
Organization Access: HPMO1
Group Access: HPMO1 - HPMO1
Permission: 0, 1, 2, 5, 6
Run Date: September 04, 2003 - 10:19 EDT

DTA Home | Help | Logout

DTA Tools: Lines of Accounting Search LOA(s) Create LOA(s)

Copy Line of Accounting (A new empty budget shell will be created.) * Data Required

Format Map: NAVY 1, 8/1/2001

Organization Name: * HPMO1

Empty Budget Shell Fiscal Year: * (4 digit year)

Label

LOA Fiscal Year: * 03 (2 digit year)

LOA Name: * Navy1

LOA Data Elements

Account	Field	Value	Length
Account 1	AAA or DTST:	045924	(6 or DTST)
	DTST Sub-field:		(14)
Account 2	DEPT:	17	(2)
	TDPT:		(2)
	DFY:	03	(2)
Account 3	BFY:	2	(1)
	EFY:	2	(1)
	APPN:	1804	(4)
	SUBH:	70BA	(4)
	OC:	0210	(4)

Copy feature - after selecting "copy" on LOA search results screen. User then changes data elements as necessary and selects the "Save" button.

- Proceed to section 5 to update the budget shell.

5 Update the Budget Shell After Creating New Fiscal Year LOAs from the Copy or Rollover Feature

5.1 Steps to Update Budget Shell (Budget Targets)

1. Access the DTS Budget Module from Administrative drop-down menu on the DTS home page.
2. Select **Budget** to go to the main budget screen (screen ID 1135.1), where a list of budgets will be displayed based on the fiscal year and organization. Enter applicable fiscal year or organization in the search criteria: then click the **Show Budgets** button to display available budget shells.

Enter applicable fiscal year and organization to bring up the appropriate budget shell

Blank budget shell is created from either the rollover or the copy feature. Select "edit" to input available funds.

Edit	Remove	Organization	Budget	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
> edit	> remove	HPWO1	04 ONavy1	0	0	0	0	0
> edit	> remove	HPWO1	04 DEMO	0	0	0	0	0
> edit	> remove	HPWO1	04 Navy1	0	0	0	0	0
> edit	> remove	HPWO1	04 TRNG FEES	0	0	0	0	0

Proceed to the following page: Budget Continue

3. Look for the Budget label that was created during the rollover or copy process. Select the **Edit** link next to the Budget label.
4. The **Edit Budget Item** screen (screen ID 1134.1) will be displayed. Verify the section labeled **LOA Accounting Code Elements** to ensure the elements reflect the new fiscal year LOA that was created during the rollover or copy process. The section for **Amount Budgeted for Each Quarter** has a column that is labeled **Adjustment to Budgeted Amount**. This is the field for the budget target amounts. Typically, only the first quarter target can be loaded immediately after fiscal year rollover.

Use this screen to update the budgeted amounts for each fiscal quarter.

Organization:

Budget:

Enter the adjustment for each fiscal quarter. Negative amounts reduce the budgeted amount.

	Current Budgeted Amount	Adjustment to Budgeted Amount	Current Obligated Amount	Available Amount
First:	0	100000	0	0
Second:	0	0	0	0
Third:	0	0	0	0
Fourth:	0	0	0	0
Total:	0	0	0	0

DTS budgets are adjusted by expenses allocated by LOAs when a document is approved. Click on the link to select an existing Line of Accounting (LOA) to use for this budget, or enter the LOA Accounting Code Elements below.

[Copy an existing LOA to this budget](#)

LOA Accounting Code Elements

ACCT1: 068688^

ACCT2: 97^00^04^

ACCT3: 4^4^0130^188M^2100^

ACCT4: 00018^0^068688^2D^

ACCT5: N^00018^

ACCT6: ^^^

ACCT7: ^

ACCT8: ^

ACCT9: ^

ACCT10: US^00018031111^AA^

Close Save

Verify data elements in the LOA and input funds availability based on direction from resource manager.

5. Select the **Save** button to complete the process.
6. Repeat the process for each empty budget shell that was created during the rollover or copy process.

6 Creating a Tracking Budget Item for New Fiscal Year

To correctly fund and process documents that include travel that crosses the fiscal year, the FDTA should use the DTS Budget Module to create a tracking budget item for the new fiscal year using the current year's LOA elements. For example, an FDTA preparing for the FY 04 rollover would create a FY 04 budget item for the FY 03 LOA. Note: The tracking budget item created for the new fiscal year will need a different budget label than any that have been used in previous years (see section 6.1, step 6).

6.1 Steps to Create Tracking Budget Item for New Fiscal Year

1. Access the DTS Budget Module from Administrative drop-down menu on the DTS home page.
2. Select **Budget** to go to the main budget screen (screen ID 1135.1) where a list of budgets will be displayed based on the fiscal year and organization. Enter the new fiscal year and applicable organization, and select the **Create Budget** option.

Budget List - Microsoft Internet Explorer

Logged In As: Mary Zarconia Screen ID: 1135.1 Close Window Help for this screen

Traveler Name: Mary Zarconia Current Mode: Budget

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Budget Availability Reports Fiscal Year Setup

The following list shows the budgets and total budgeted amounts for the specified fiscal year and organization(s). To show budgets for other fiscal years, enter the year and click "Show Budgets." To show budgets for another organization, select the organization and click "Show Budgets." To create a new budget, click "Create Budget." To update the budgeted amounts or accounting code elements for a budget, click "edit." To remove a budget, click "remove."

Fiscal Year (YYYY): 2004
Organization: HPWO2

Show Budgets Create Budget

Enter applicable fiscal year and organization

Edit	Remove	Organization	Budget	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
> edit	> remove	HPWO2	03 Crossover	30,000	30,000	30,000	30,000	120,000
> edit	> remove	HPWO2	03 DEMO	1,000,000	1,000,000	1,000,000	1,000,000	4,000,000
> edit	> remove	HPWO2	03GENERAL	1,000,000	1,000,000	1,000,000	1,000,000	4,000,000
> edit	> remove	HPWO2	03TRAINING	1,000,000	1,000,000	1,000,000	1,000,000	4,000,000
> edit	> remove	HPWO2	04 Crossover	30,000	30,000	30,000	30,000	120,000
> edit	> remove	HPWO2	Crossover	10,000	0	0	0	10,000
> edit	> remove	HPWO2	UNBUDGETED	0	0	0	0	0
> edit	> remove	HPWO2	WILD	1,000,000	1,000,000	1,000,000	1,000,000	4,000,000

Print Preview

- In the **Create Budget Item** screen, input a budget label for the new tracking budget. **The budget label should not duplicate the name of the label used to track funding in a previous fiscal year.** The FDTA should, however, use a similar label to identify the budget. For example, if the budget label for FY03 funding was "03 Admin", the FDTA could use "Admin 03" to track the funds in the new fiscal year budget (FY04). Note: If a duplicate budget label name is used, the DTS Budget Module will not track the funding correctly for DTS travel documents that cross fiscal years.

Select an organization and enter a name for the new budget.

Organization: HPWO2
Budget: HQ Crossover

Enter amounts budgeted for each quarter.

	Total Amount	Adjustment	Obligated	Available
First:	10,000	0	0	0
Second:	0	0	0	0
Third:	0	0	0	0
Fourth:	0	0	0	0
Total:	0	0	0	0

DTS budgets are adjusted by expenses allocated by LOAs when a document is approved. Click on the link to select an existing Line of Accounting (LOA) to use for this budget, or enter the LOA Accounting Code Elements below.

LOA Accounting Code Elements

Copy an existing LOA to this Budget

ACCT1: 028113^
ACCT2: 97^2003^0100^2001^^
ACCT3: 35^5501^^
ACCT4: 04WH31^^
ACCT5: ^21T2^
ACCT6: ^^
ACCT7: ^^028113^
ACCT8: ^^
ACCT9: ^
ACCT10: ^^03GENERAL

Close Save

- From the **Create Budget** screen, select **Copy an Existing LOA to this Budget**. This will display the **Accounting Codes** screen (screen ID 1077.2).
- From screen ID 1077.2, select **Copy** next to the current year's LOA label. This will display the **Copy Accounting Elements** screen (screen ID 1076.3).

Logged In As: Mary Zarconia
Traveler Name: Mary Zarconia
Current Mode: Budget
Screen ID: 1077.2
Close Window
Help for this screen

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Budget Availability Reports Fiscal Year Setup

Accounting Codes

Select an existing LOA to use with the new budget.

Organization: HPWO2
Budget: HQ Crossover

Copy	Organization	LOA Label	LOA Accounting Code Elements
> copy	HPWO2	03 Crossover	667100^57^3^3400^^30^^78^88^231013^01^0409^^667100^1Z^51M20001^^
> copy	HPWO2	03 DEMO	222222^12^2003^9875^57^5^W5^3456^^TSRUVT^SH^47^TUY^345688^^6TU^7567^689TRY^^
> copy	HPWO2	03DEMO	034030^21^2003^2020^^2^57^3106^^1^37569.BF^CA200^QSUP^^26FB^AB22^WORNAA^^034030^G12597^^
> copy	HPWO2	03GENERAL	028113^97^2003^0100^2001^^35^5501^^04WH31^^21T2^^028113^^03GENERAL
> copy	HPWO2	03TRAINING	034030^21^2003^2020^^2^57^3106^^1^37579.BD^CA200^QSUP^^26FB^AB22^WORNAA^^034030^G12597^^
> copy	HPWO2	04 Crossover	667100^57^4^3400^^30^^78^88^231013^01^0409^^667100^1Z^51M20001^^
> copy	HPWO2	OGC Test	2165654^456546546^^674796^
> copy	HPWO2	WILD	12345^^6543^T^23456^CP^000^000^
> copy	HPWO2	WILD1	12345^^6543^T1^23456^PB^000^000^

Return

Select "copy" from the applicable LOA you need to carry-over

6. DTS displays *all* the data elements for the LOA selected (screen 1076.3). If you don't require all the data elements, de-select them to remove the check marks; then click the **Copy** button, which will save the data and return you to the **Create Budget Item** screen.

Accounting Summary Report - Microsoft Internet Explorer

Logged In As: Mary Zarcosia
Traveler Name: Mary Zarcosia
Current Mode: Budget
Screen ID: 1076.3
Close Window
Help for this screen

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Budget Availability Reports Fiscal Year Setup

Copy Accounting Elements

Copy the following elements to the current budget item. Uncheck the elements that don't apply.

Accounting Code Elements	
<input checked="" type="checkbox"/> ACCT1: 028113^	<input checked="" type="checkbox"/> ACCT6: ^^
<input checked="" type="checkbox"/> ACCT2: 97^2003^0100^2001^^	<input checked="" type="checkbox"/> ACCT7: ^^028113^
<input checked="" type="checkbox"/> ACCT3: 35^5501^^^	<input checked="" type="checkbox"/> ACCT8: ^^
<input checked="" type="checkbox"/> ACCT4: 04WH31^^	<input checked="" type="checkbox"/> ACCT9: ^
<input checked="" type="checkbox"/> ACCT5: ^^21T2^	<input checked="" type="checkbox"/> ACCT10: ^^03GENERAL

Return Copy

Proceed to the following page: Budget Continue

All data elements from the LOA are defaulted to copy over. De-select as appropriate and select "Copy" button to save.

7. In the **Create Budget Item** screen, input a first quarter budget amount that is sufficient for processing all DTS travel documents affected by the fiscal year rollover; then click the **Save** button.

Create Budget Item - Microsoft Internet Explorer

Select an organization and enter a name for the new budget.

Organization: HPWO2
Budget: HQ Crossover

Enter amounts budgeted for each quarter.

Amount Budgeted for Each Quarter				
	Total Amount	Adjustment	Obligated	Available
First:	10,000	0	0	0
Second:	0	0	0	0
Third:	0	0	0	0
Fourth:	0	0	0	0
Total:	0	0	0	0

DTS budgets are adjusted by expenses allocated by LOAs when a document is approved. Click on the link to select an existing Line of Accounting (LOA) to use for this budget, or enter the LOA Accounting Code Elements below.

LOA Accounting Code Elements

*) Copy an existing LOA to this budget

ACCT1: 028113^	ACCT6: ^^
ACCT2: 97^2003^0100^2001^^	ACCT7: ^^028113^
ACCT3: 35^5501^^^	ACCT8: ^^
ACCT4: 04WH31^^	ACCT9: ^
ACCT5: ^^21T2^	ACCT10: ^^03GENERAL

Close Save

Insert a funding level in the 1st quarter of the budget in an amount sufficient enough to cover the documents that are affected by fiscal year crossover.

8. Repeat this process for all LOAs used to fund DTS travel documents that crossed the fiscal year. The following shows what the next fiscal year budgets may look like, showing the “current” fiscal year (FY03) Budget Item.

Budget List - Microsoft Internet Explorer

Logged In As: [Mary Zarconia](#) Traveler Name: [Mary Zarconia](#) Current Mode: Budget Screen ID: 1135.1 [Close Window](#) [Help for this screen](#)

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Budget

The following list shows the budgets and total budgeted amounts for the specified fiscal year and organization(s). To show budgets for other fiscal years, enter the year and click "Show Budgets." To show budgets for another organization, select the organization and click "Show Budgets." To create a new budget, click "Create Budget." To update the budgeted amounts or accounting code elements for a budget, click "edit." To remove a budget, click "remove."

Fiscal Year (YYYY): Organization:

Edit	Remove	Organization	Budget	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
> edit	> remove	HPMO2	03 Crossover	30,000	30,000	30,000	30,000	120,000
> edit	> remove	HPMO2	04 Crossover	30,000	30,000	30,000	30,000	120,000
> edit	> remove	HPMO2	HQ Crossover	10,000	0	0	0	10,000

Proceed to the following page:

This shows the end result – funding in the 1st quarter for “HQ Crossover” budget.